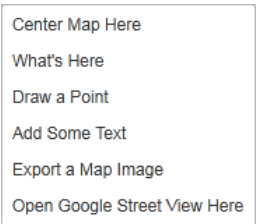# Navigate Around The Map

Interactive maps provide many choices for displaying information, searching for more details, and moving around the map. Most navigation uses the mouse, but at times you may also use a key press in combination with scrolling the mouse wheel or dragging across the map.
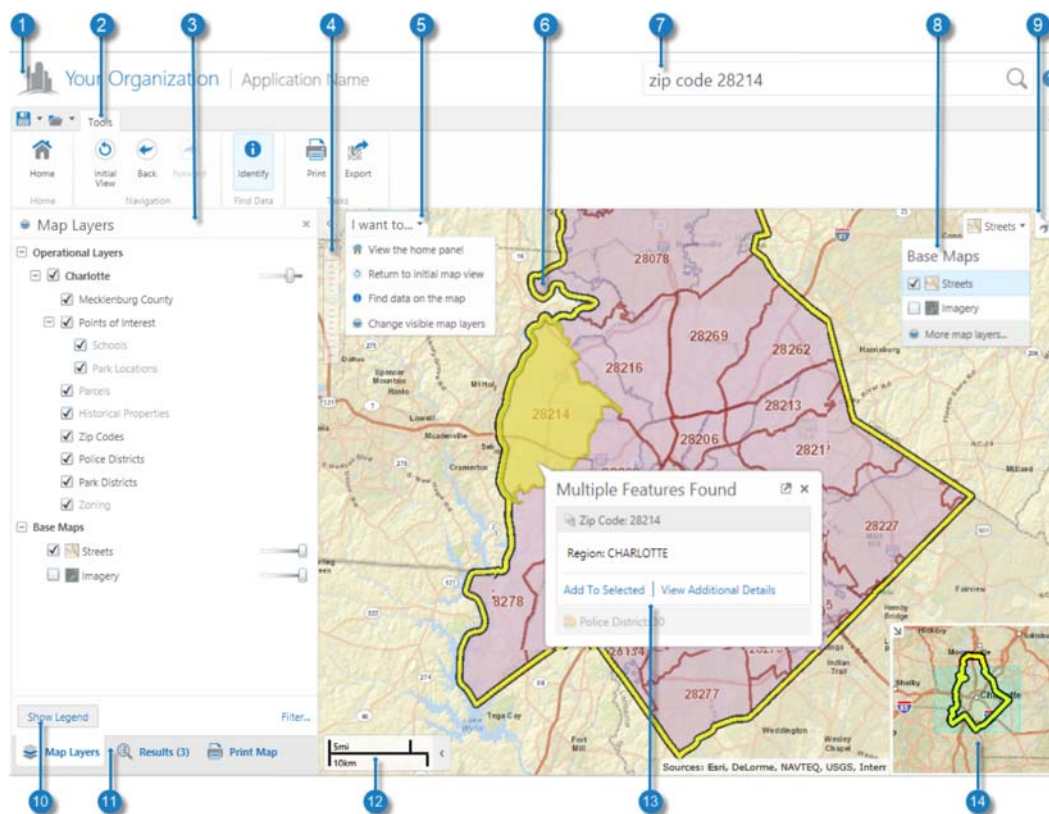
If you're using a touch screen, touch a spot on the map and move your finger to move the map around. Double tap or pinch outwards to zoom in. Pinch inwards to zoom out.

On the desktop map, you can use the following controls:

To... ▼	Do this... ▼
Pan or move the map.	Click on the map and drag in any direction.
Pan left or right.	Press the **Left**- or **Right-arrow** keys.
Pan up or down.	Press the **Up**- or **Down-arrow** keys.
Zoom in or out.	Press the **Plus +** key to **zoom in**. Press the **Minus -** key to **zoom out**.
Zoom in or out.	Scroll the **mouse wheel** away from you to zoom in; towards you to zoom out. or Use the Zoom Slider: • Click the **Plus +** or **Minus -** to zoom in or out. • Drag the marker up and down.
Zoom in to a specific region on the map.	Press **SHIFT** and drag a **rectangle** around the area you want to zoom in to. To find detailed information on zooming go to **Use the Pan and Zoom Tools**.
Open/Close the Toolbar.	Double-click the title bar, or click the **Show/Hide the Toolbar** button.
Open the context menu.	Right-click on the map. This menu changes depending on the map and how the application is configured.

The Main Screen

When you open the Viewer, you see a screen similar to the one below. Different versions of the Viewer may contain a different map and some extra features, but it is likely to have most of the features described. In the example below, all the navigation elements like the Toolbar, the Information Panel, the I Want To menu and the Overview Map are visible so that they can be described. Normally, at least some of these elements would be hidden.

Navigation features in the main screen of the Viewer

Number	Screen Element
1	**Title Bar**: Displays the title of the application and the logo or name of a particular organization.
2	**Toolbar**: The Toolbar contains the tools that control how you interact with the map. In some applications, there are several sets of tools that are grouped by function. In more complex application, the toolbar can have multiple tabs containing groups of tools.
3	**Information Panel**: The Information Panel is an area that has multiple purposes. It is used to list important information, for example, it displays Map Layers where you can select different layers to hide or show on the map. If you do a search or you use an Identify tool, it displays a list of map features in the Results List. At other times, the Information Panel contains a menu that you can use to perform tasks, for example, print or export the map. Each time you use the panel for a new function, it is opened in a separate tab that appears at the bottom of the panel. You can click each tab to return to that function.
4	**Zoom** slider: Use this slider to zoom in or out on the map by clicking the **+** or **-** or by dragging the marker up and down.

| Number	Screen Element
5	**I Want To Menu**: A menu of shortcuts to frequently-used tools. This menu tries to anticipate what you will want to do most often.
6	**Map**: The map window where you interact with the map by zooming, panning, annotating, or right-clicking to get more information.
7	**Search** box**:** You can type in the name of a feature to search for it on the map. It is also possible to search map services.
8	**Base Map** menu: Lists the Base Maps that you can select, for example, a street view that shows a map or an image view that shows satellite images. The Base Map menu also lists any Layer Themes if there are any in this application.
9	**Toolbar** icon: Shows or hides the Toolbar when you click the icon.
10	The **Show Layers/Show Legend** button: Allows you to toggle between the map legend and the map layers in the Information Panel. The legend only displays symbols for the layers that are active on the map. The legend items change with the scale of the map. The **Filter** in the bottom right corner of the Information Panel allows you to limit the information listed in the panel.
11	**Information Panel** tabs: Displays a tab for each function you open in the Information Panel. Click a tab to activate that function in the Information Panel.
12	**Scale**: The current scale of the map.
13	**Map Tip**: Map tips appear when you click on a feature listed in the Results List, or when you use one of the Identify tools. In some maps, if you hover over a feature on the map, a map tip appears. Click **View Additional Details** to find more information about the feature in the map tip. Click **Add To Selected** to add this feature to the Selected list. You can then find the feature later by clicking the Selected icon ⭐ in the Information Panel.
14	**Overview Map**: Displays a thumbnail of the whole map with the current view shown as a small square on the map. The Overview Map is an orientation tool to identify which part of the overall map you are currently zoomed in to. To hide the Overview Map, click the arrow in the top left corner.

About the Toolbar

The toolbar in the application can contain any number of tools, groups of tools, or tabs containing several groups of tools. The Geocortex Viewer for HTML5 is usually customized to suit a particular purpose. Customization means that the toolbar of your application may be very different depending on how it is going to be used.

A simple application may have only one toolbar tab with a few essential tools available.
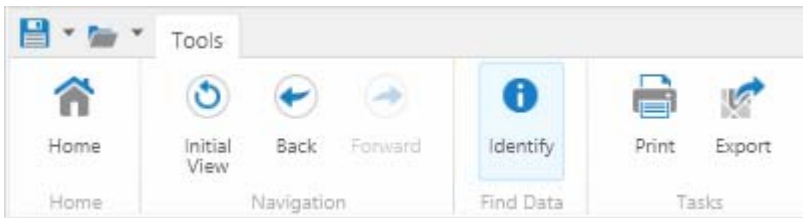
Example of a simple toolbar

A complex application may have multiple tabs each containing many groups of tools grouped by function.
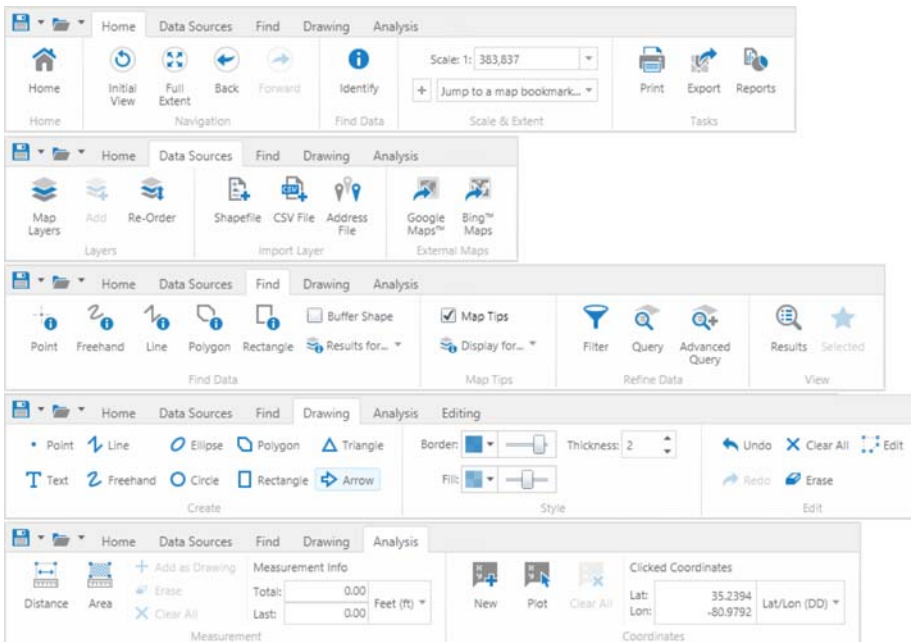
Example of a complex toolbar showing multiple tabs and groups of tools

A toolbar may contain tools that are arranged differently. It is also possible that groups or individual tools have a different name or icon.

Open the Toolbar

The toolbar is usually not visible when you first open the map. To open the toolbar, either:

- Double-click anywhere on the title bar.

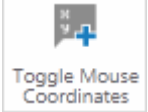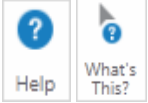- Click the Show Toolbar icon in the top right corner of the map.

Show Toolbar icon
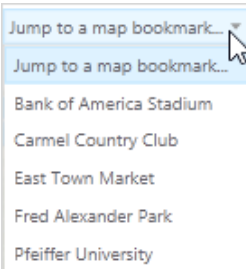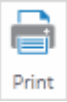
List of Tools

Because each Geocortex Viewer for HTML5 is likely to have a different set of tools in the toolbar, the topics that follow contain a list of all the possible tools. The tools sets are grouped by a common function as they are likely to also be grouped on a toolbar. For example, the tools used for editing the map are in one group and the tools used for navigation in another.
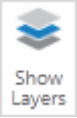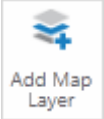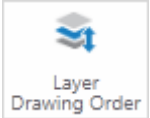
Home Tools
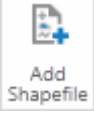
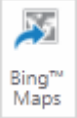Most of Home tools help you to move around the map, for example, zoom, pan or jump to specific views or bookmarks.

Use this tool... ▼	To... ▼
Home	Pan (move) the map in any direction. To pan the map, click on it and drag in any direction. Use the Pan tool to return to panning when you have used other tools.
Pan	Pan (move) the map in any direction. To pan the map, click on it and drag in any direction. Use the Pan tool to return to panning when you have used other tools.
Zoom In	Zoom in when you click on the map.
Zoom Out	Zoom out when you click on the map.
Initial View	Return to the original view (extent) that the map was at when it opened.
Full Extent	Zoom out to as far as the map goes to show the full extent of the map.
Previous Extent Back	Return to the previous view (extent)..
Next Extent	When you have gone back to a previous view, jump forward to the next view again.
Identify	Identify information found at any point that you click on the map.
Scale: 1: 724,050	Select a scale to jump to from those in a predefined list, or type in a scale to go to.

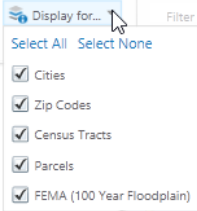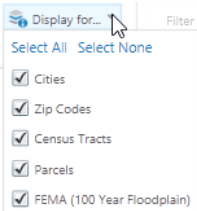| Use this tool... ▼	To... ▼
Jump to a map bookmark... ▾ Jump to a map bookmark... Bank of America Stadium Carmel Country Club East Town Market Fred Alexander Park Pfeiffer University	Jump to a bookmark that was previously added to the map. To add a bookmark for the current extent, click the **plus +**, enter a **name**, and then click **OK**.
Print	Open the **Print Map** dialog box where you can select the Layout, Output Format, Resolution, and Scale to print the map.
Export	Open the **Export a Map** Image dialog box and select the image format that you want to export the map into.
Reports	Open the **Reports** panel where you can select the **Report Type** and **Output Format** of the report. You can also select an area of the current map to report on using Point, Freehand, Polygon, or Rectangle.
Export	Open the Export a Map Image dialog box and select the image format that you want to export the map into.
Toggle Mouse Coordinates	Turn on and off the ability to hover over the map and see the coordinates for that location.
Help What's This?	Open the full Help file with Table of Contents or open a specific topic in the help file based on where you currently are in the application.

Data Sources Tools

The Data Sources tools find and add information to the map. You are likely to see these tools in several different tabs on the toolbar.

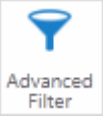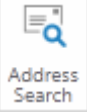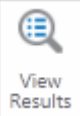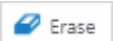| Use this tool... ▼	To... ▼
Show Layers	Show the layer list in the Map Layers panel.
Add Map Layer	Open a wizard that steps you through adding a Map Service with its layers to the map. You can select from a configured list of services or enter a URL to a map service.
Layer Drawing Order	Also called **Re-Order**. Open a list of dynamic layers in the Information Pane and rearrange the order in which the layers are drawn on the map.
Layer Catalog	Open a Layer Catalog of dynamic layers and select a layer to add to the map. This tool is only active if the map service is enabled for dynamic layers and attached to a custom Layer Catalog containing dynamic layers.
Add Shapefile	Open a navigation window so that you can find and add a shapefile to the map.
Add CSV File	Open a navigation window so that you can find and add a comma-delimited spreadsheet (CSV) with data to the map.
Batch Geocode	Also called **Address file**. Open a dialog box and navigate to a CSV file or XLS/XLSX file to import batches of addresses to add to the map as a graphics layer.
Bing™ Maps	Open the current map view in Bing Maps, where you can use all the Bing map tools. When you are in Bing Maps, you can see the original map and the Bing map side-by-side. If you move either map, the other map tracks the movement.
Google Maps™	Open the current location in Google Maps, where you can use all the Google Maps tools. When you are in Google maps, you can see the original map and the Google map side-by-side. If you move either map, the other map tracks the movement.

Use this tool... ▼	To... ▼
Extract Layers	Open a wizard in the Information Panel so that you can first select the layers, then the area, and then the format into which to output the data.
Extract and Email	Open the same wizard as the Extract Layers tool so that you can select the data layers to extract, define the area and the format for the data, and then email the package.

Find Tools

The Find tools help you locate information as well as measure, manipulate, and analyze data.

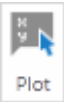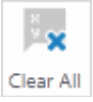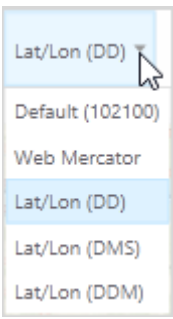| Use this tool... ▼	To... ▼
Point Identify	Identify data at a particular point anywhere on the map. All the features beneath the point you click are listed in the Results List.
Freehand Identify	Identify features by drawing a line in any direction on the map. All the features that intersect with the line you draw are listed in the Results List.
Line Identify	Identify features by dragging a line in any direction on the map. All the features that intersect with the line you draw are listed in the Results List.
Polygon Identify	Identify features by drawing a segmented shape over an area on the map. All the features beneath the shape you draw are listed in the Results List.
Rectangle Identify	Identify features by drawing a rectangle over an area on the map. All the features beneath the shape you draw are listed in the Results List.
☑ Buffer Shape	Add a measured area around each area you identify.
Display for... Filter / Select All Select None / ☑ Cities / ☑ Zip Codes / ☑ Census Tracts / ☑ Parcels / ☑ FEMA (100 Year Floodplain)	Define the layers to include or exclude in the identify process. If the list has too many items, a filter appears. You can then type text into the filter to reduce the number of items to only those that contain that text.
☑ Map Tips	Turn on the map tips so that they appear when you click features on the map.
Display for... Filter / Select All Select None / ☑ Cities / ☑ Zip Codes / ☑ Census Tracts / ☑ Parcels / ☑ FEMA (100 Year Floodplain)	Turn map tips on or off for specific layers. If the list has too many items, a filter appears. You can then type text into the filter to reduce the number of items to only those that contain that text.

Use this tool... ▼	To... ▼
Advanced Filter	Open the Advanced Filter Builder in the Information Pane. The Advanced Filter Builder makes it possible use operators to create filters that exclude data from the map, making it easier to focus on the data that is most important.
Query	Open the Simple Query Buider. The Simple Query Builder makes it possible to specify a search by layer, field, and values. It is also possible to add multiple conditions to a search.
Advanced Query	Open the Advanced Query Builder in the Information Pane. The Advanced Query Builder makes it possible to create SQL statements in order to create complex queries of the layers, fields and field values on the map.
Address by Location	Start the specialized **Address by Location** tool. Click any point on the map to see the address at that location in the Results List.
Address Search	Open a specialized **Address Search** tool in the Information Panel. Type in an address (or a portion of the address) and click **Search**.
View Results	Display the results of the latest search in the Results List.
View Selected	Show all the features that you have added to the **Selected** list. You add items to Selected by clicking the ⭐ beside the feature in the Results List.
Distance	Measure distances on the map by drawing a segmented line.
Area	Measure an area of the map by drawing a shape.
+ Add as Drawing	Add the distance or area measurement to the map as a drawing.
Erase	Erase a drawing by clicking it.
✕ Clear All	Clear all the drawings on the current map.
Measurement Info — Total: 443,230.71 — Last: 44,621.89	Shows the final measurements of a drawing. This graphic is indicating the perimeter length and area of a polygon.

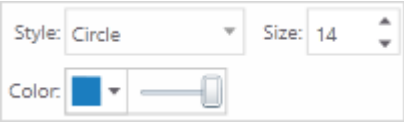| Use this tool... ▼	To... ▼
Feet (ft) ▾ Feet (ft) Yards (yd) Meters (m) Kilometers (km) Miles (mi) Nautical Miles (NM)	Change the unit of measurement on a drawing to other options like Yards, Meters, Nautical Miles etc.
New	Open the Manually Enter Coordinates dialog box where you can select a coordinate system and then enter known coordinates to find a particular feature. You can also add the coordinate to the map as a callout and pan to that coordinate when you click **OK**.
Plot	Place a callout on the map for every point you click.
Clear All	Clear any coordinate callouts you added to the map.
Clicked Coordinates Lat: 35.7271 Lon: -80.3719	Find the coordinates at any point on the map by clicking on an area and reading the result in this box. If you click the Plot Coordinates tool and then click the map, the coordinates for each place you click appear on the map.
Lat/Lon (DD) ▾ Default (102100) Web Mercator Lat/Lon (DD) Lat/Lon (DMS) Lat/Lon (DDM)	Select a different Coordinate System.

See also...

> **Use the Identify Tools**

> **Measure Distance and Area on the Map**

Drawing Tools

The Tasks tools represent a variety of tasks including printing, running reports, exporting, viewing the results of searches, annotating the map and specialized searches.

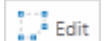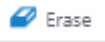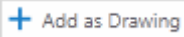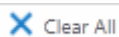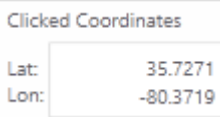| Use this tool... ▼	To... ▼
• Point	Draw a **Point** on the map. The shape, size, color and transparency of the point can be set using tools that appear on the toolbar when you select one of the drawing tools. These tools change based on which drawing tool you select. Style: Circle Size: 14 Color:
⎰ Freehand	Draw freely on the map in any direction. You can change a **Freehand** line by changing the style, thickness, color, and transparency of the line can be set. Style: Solid Thickness: 2 Color:
⋀ Line	Draw a straight **Line** or click to change the line and draw in a new direction. The style, thickness, color, and transparency of the line can be set. Style: Solid Thickness: 2 Color:
▢ Polygon	Draw a **Polygon** on the map, clicking to change direction. Double-click to stop drawing. You can set the thickness, color, and transparency of the border and the color and transparency of the fill. Border: Thickness: 2 Fill:
▢ Rectangle	Draw a **Rectangle** on the map. Click and drag across the map. You can set the thickness, color, and transparency of the border and the color and transparency of the fill. Border: Thickness: 2 Fill:
⇨ Arrow	Draw an **Arrow** on the map. Drag in different directions to change the shape and size of the arrow. You can set the thickness, color, and transparency of the border and the color and transparency of the fill.
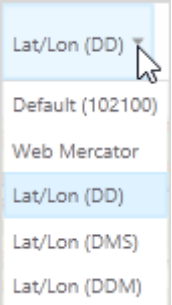
Use this tool... ▼	To... ▼
	Border: ▪ ▾ ——◻— Thickness: 2 ⬍ Fill: ▪ ▾ —◻—
◯ Circle	Draw a circle on the map. Drag into the center or outwards to change the size of the circle. You can set the thickness, color, and transparency of the border and the color and transparency of the fill. Border: ▪ ▾ ——◻— Thickness: 2 ⬍ Fill: ▪ ▾ —◻—
⬭ Ellipse	Draw an **Ellipse** on the map. Drag in different directions to change the shape and size of the ellipse. You can edit the thickness, color, and transparency of the border and the color and transparency of the fill. Border: ▪ ▾ ——◻— Thickness: 2 ⬍ Fill: ▪ ▾ —◻—
△ Triangle	Draw a **Triangle** on the map. Drag in different directions to change the shape, size and direction of the triangle. You can edit the thickness, color, and transparency of the border and the color and transparency of the fill. Border: ▪ ▾ ——◻— Thickness: 2 ⬍ Fill: ▪ ▾ —◻—
T Text	Add **Text** to the map. Click on the map and type the text. You can edit the font, size, color, transparency and angle or rotation of the text. You can add multiple lines of text by pressing SHIFT+ENTER. You can also select layer and field information to add to the label. Arial ▾ Size: 14 ⬍ Color: ▪ ▾ ——◻— Angle: 0 ⬍
↰ Undo	**Undo** the most recent edits to a drawing.
↱ Redo	**Redo** the most recent edits to a drawing.
⋯ Edit	**Edit** any text or drawing added to the map. Rotate the drawing by clicking and dragging the square above the marquee in the middle of the graphic. Move text by dragging it. Rotate text by selecting it and adjusting the angle on the toolbar. To edit shapes or lines, click the drawing and drag any of the points in any direction to change the shape of your drawing.To edit text labels, click Edit Drawing and then the text. Type in new next.
✕ Clear All	**Clear all** the drawings on the map at the same time.
✐ Erase	**Erase** drawings from the map one at a time by clicking on each one.

Use this tool... ▼	To... ▼
Save as Shapefile	Extract drawings you have added to the map, add them to a shapefile and then download them.
	Select which layers to allow snapping. It is a good idea to limit these layers.

Analysis Tools

The Analysis tools help you measure and analyze data.

Use this tool... ▼	To... ▼
Distance	Measure distances on the map by drawing a segmented line.
Area	Measure an area of the map by drawing a shape.
+ Add as Drawing	Add the distance or area measurement to the map as a drawing.
Erase	Erase a drawing by clicking it.
✕ Clear All	Clear all the drawings on the current map.
Measurement Info Total: 443,230.71 Last: 44,621.89	Shows the final measurements of a drawing. This graphic is indicating the perimeter length and area of a polygon.
Feet (ft) Feet (ft) Yards (yd) Meters (m) Kilometers (km) Miles (mi) Nautical Miles (NM)	Change the unit of measurement on a drawing to other options like Yards, Meters, Nautical Miles etc.
New	Open the Manually Enter Coordinates dialog box where you can select a coordinate system and then enter known coordinates to find a particular feature. You can also add the coordinate to the map as a callout and pan to that coordinate when you click **OK**.
Plot	Place a callout on the map for every point you click.
Clear All	Clear any coordinate callouts you added to the map.
Clicked Coordinates Lat: 35.7271 Lon: -80.3719	Find the coordinates at any point on the map by clicking on an area and reading the result in this box. If you click the Plot Coordinates tool and then click the map, the coordinates for each place you click appear on the map.

Use this tool... ▼	To... ▼
Lat/Lon (DD) ▼ Default (102100) Web Mercator Lat/Lon (DD) Lat/Lon (DMS) Lat/Lon (DDM)	Select a different Coordinate System.
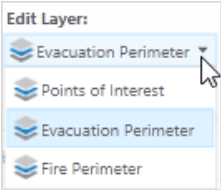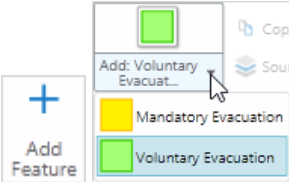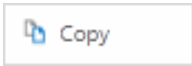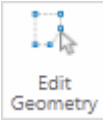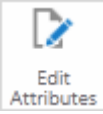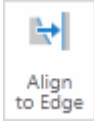
See also...

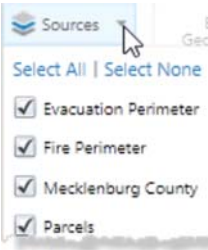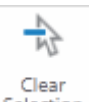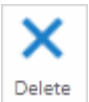[Use the Identify Tools](#)

[Measure Distance and Area on the Map](#)

Editing Tools

The Editing tools include tools that add and edit features, geometries, and their attributes. These tools also allow you to copy features from another layers to the current editing layer so that you can edit the copied features. Additional tools like Edit Geometry, Edit Attributes, Align to Edge, Create Intersection Vertices, Cut, Reshape, and Union are tools that give you greater control when you edit features on the map.

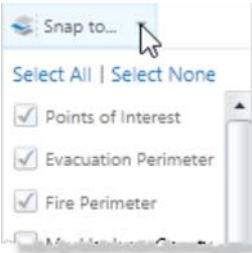| Use this tool... ▼	To... ▼
Edit Layer: Evacuation Perimeter ▼ / Points of Interest / Evacuation Perimeter / Fire Perimeter	Select a layer to edit. The layer that you select in this tool, affects all the other editing tools. If the layer you select has feature templates, then the Add Feature tool changes to a drop-down list of predefined features based on the templates. Templates define the default attributes for when you create new features.
Add Feature — Add: Voluntary Evacuat... / Mandatory Evacuation / Voluntary Evacuation	Add a feature to the map. The Add Feature tool changes depending on the layer you select in the Edit Layer drop-down list. If the layer you selected has feature templates, then the Add Feature tool changes to a drop-down list of templates that you can add. Features based on templates have their attributes predefined.
Copy	Find features that you can then copy to the editing layer.
Sources — Select All | Select None / ☑ Evacuation Perimeter / ☑ Fire Perimeter / ☑ Mecklenburg County / ☑ Parcels	Select the layers that you want to use as the source when you copy features to the current active layer.
Edit Geometry	Edit the geometry of a existing feature. Use the Edit Geometry tool to move or manipulate the vertices (points) of an existing geometry.
Edit Attributes	Open the Edit Attributes dialog box when you click on a feature. In the Edit Attributes dialog box, you can then edit the attributes of that feature.
Align to Edge	Automatically detect the edges of a feature to make it easy to create a complex path.
Create Intersection Vertices	Select two intersecting features to detect their intersecting points, then select the each detected point to create a vertices that you can use for the Align to Edge tool.

| Use this tool... ▼	To... ▼
Select	Select features so that you can perform other actions on them.
Deselect	Deselect any feature that you click after you activate this tool.
Clear Selection	Clear the selection from all the features that are currently selected.
Delete	Delete the feature or edits that are currently selected.
Cut	Cut a selected feature or geometry into pieces that can be moved apart and treated as new, separate features.
Reshape	Change the shape of a feature or markup.
✔ Edge Snapping	Enable Edge Snapping so that you can snap precisely to lines when you add or edit features or markup.
✔ Freehand Editing	Activate the ability to draw freely on the map when you create a feature. The Freehand Editing tool only works for polyline and polygon layers.
☰ Snap to... / Select All | Select None / ✔ Points of Interest / ✔ Evacuation Perimeter / ✔ Fire Perimeter	Select which layers to allow snapping. It is a good idea to limit these layers.
Union	Join multiple selected geometries into a single geometry. Only activates when more than one geometry or markup is selected.
Save	Save any changes made. If this tool is present on the toolbar, you need to click Save Edits before any changes you make are saved to the database. If the Save Edits tool is absent, changes are saved automatically.
Cancel	Cancel any changes or edits you made.

The Information Panel

The Information Panel is a multi-use panel that displays many kinds of data. At times, for example when using the Extract Layer tools, it turns into a wizard that steps you through multiple pages. When you do a search or use the Identify tools, the results of the search or selection display in the Information Panel and it is then referred to as the Results List. When you activate map layers, the panel is referred to as the Map Layers list or the Layer List.

To resize the Information Panel, hover over the divider until your cursor changes to a double arrow and then drag left or right.

Cursor changes to a double arrow

Each tool that uses the Information Panel has an icon. As you work with a map and use different tools, their icons remain in the Toolbar at the bottom of the pane so that you can quickly return to that tool by clicking its icon.
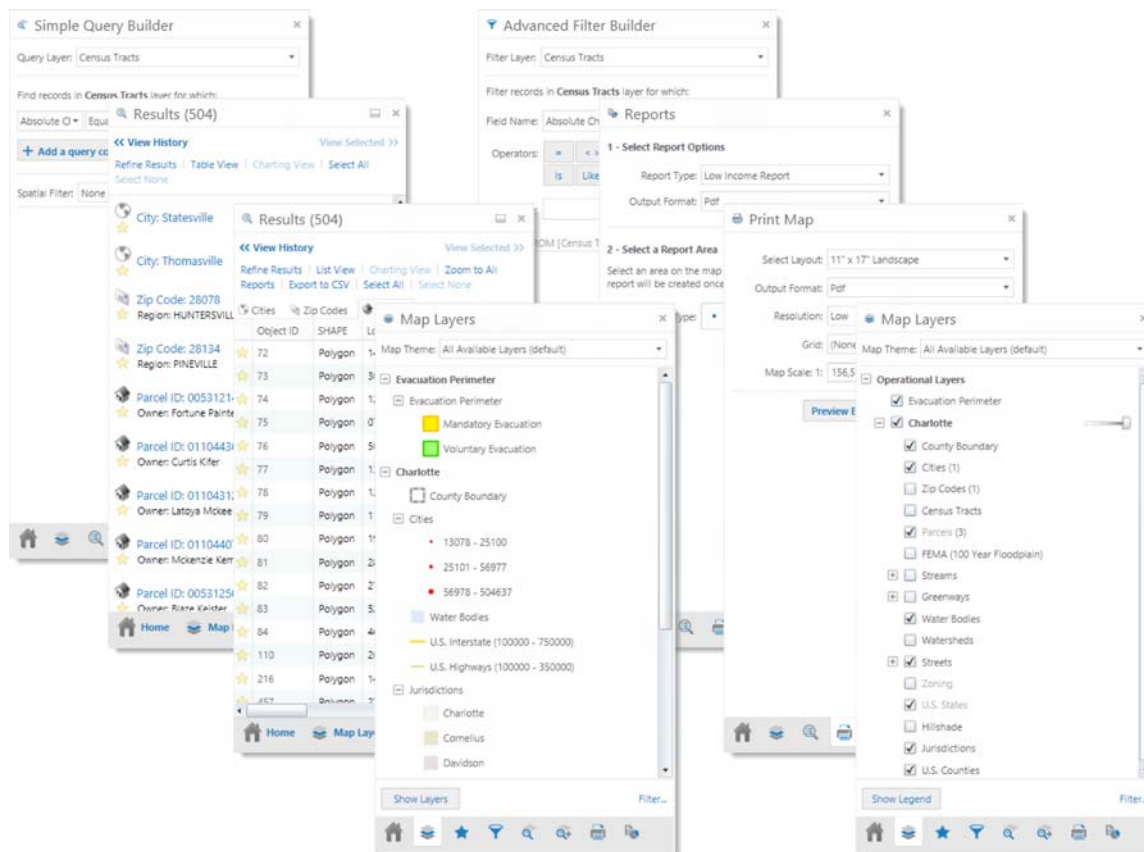
Information Panel with multiple kinds of data displayed

The Results List

One of the main functions of the Information Panel is to display search results, or list selected features when you use an Identify tool. When you use these tools, any results are listed in the Information Panel and the title bar changes to **Results**. In this mode, the panel is referred as the Results List.

For more information about using the Results List, go to **Use the Results List**.
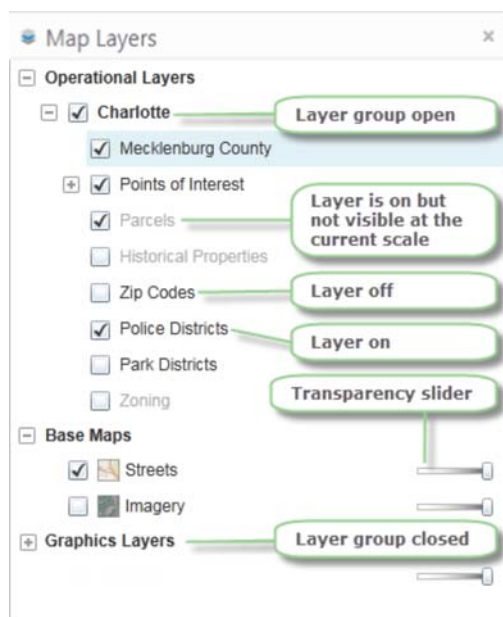
Map Layers/Layer List

Another important list that appears in the Information Panel is Map Layers, which is sometimes referred to as the Layer List.

Map Layers open when you click the arrow [<] beside the **I Want To menu**, or the **Show Layers** tool on the toolbar.
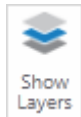

Show Layers tool

Because maps often have many layers, the layers in the Map Layers list are organized into groups that you can collapse and expand. When you first open the Map Layers, some groups may be open while others are closed. Similarly, some layers may be visible on the map while others are not. Beside each layer or layer group, there is a check box that is used to turn a layer on ☑ or off ☐. Beside layer groups, there is a plus icon ⊞ or minus icon ⊟ that you use to expand or collapse the layers inside the group. Expanding and collapsing groups does not change which layers are visible on the map—it simply helps you stay organized. The transparency slider beside some layers makes it possible to make that layer transparent so that you can see other layers through them.

Layers listed in groups

At the bottom of the Map Layers, is the **Show Layers**/**Show Legend** button that makes it possible to quickly toggle between the layer view and the Map Legend.
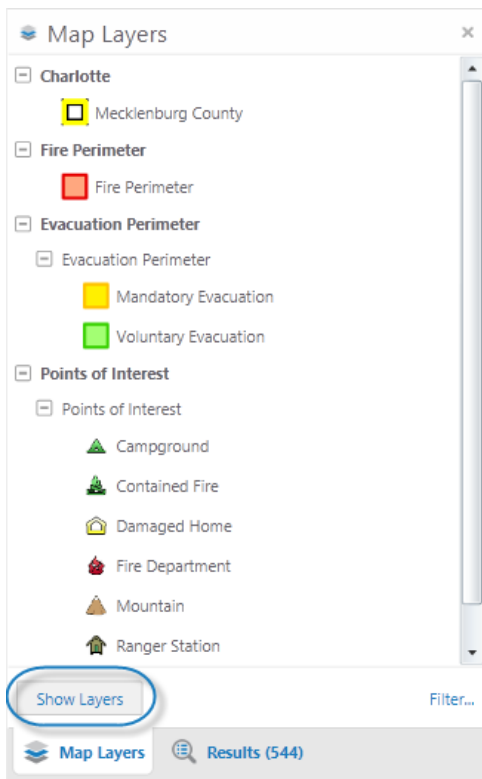
Legend displayed in the Map Layers

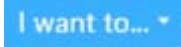For more information about using the Map Layers, go to **Use Layers**.

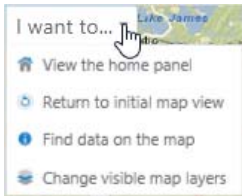**See also...**

> **Use the Results List**
>
> **Use Layers**
>
> **View Features and Attributes**

I Want To Menu

When the map first opens, this menu is an orange button on the map . When you click the down arrow, the I Want To menu displays a list of tools that are used often. Essentially, this menu is a shortcut to the tasks that you are likely to want to do more often than others.

The I Want To menu may look different in the map you are using if some of the tools have been added or deleted from the menu.
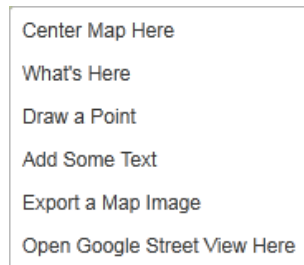

I Want To menu - open

See also...

The Context Menu

About the Toolbar

The Information Panel

The Context Menu

The context menu opens when you right-click on the map. The options you see in the context menu may change depending on the map you are using or where on the screen you click.

Context menu options

The default options in the context menu include:

- **Center Map Here**: Centers the current view of the map at the point that you right-clicked.

- **What's Here**: Lists all the features at the point on the map that you clicked.

- **Draw a Point**: Draws a point where you clicked.

- **Add Some Text**: Opens a text box at the place you right-clicked so that you can type in the text you want to add.

- **Export a Map Image**: Opens the Export a Map Image dialog box for you to choose the format that you want to use when you export the map.

- **Open Google Street View Here**: Opens the Google Street View image of the point on the map where you right-clicked.

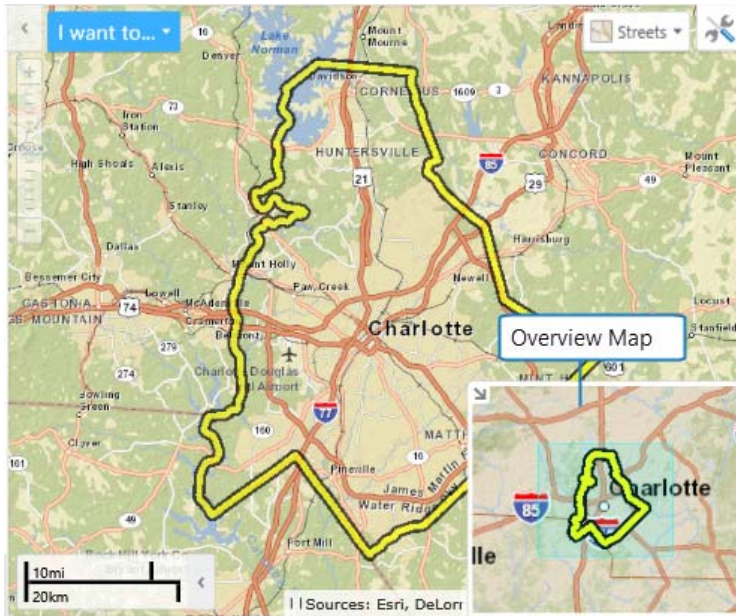Google Street View opened at the point on the map that was clicked

See also...

I Want To Menu

The Information Panel

The Overview Map

The Overview Map is a small view of the full map showing the current view as a blue square. Seeing the current view in relation to the whole map helps you orient yourself on the overall map.

Overview Map open in the bottom right corner of the map

To open the Overview Map:

1. Click the arrow icon ⬉ in the bottom right corner of the map.

To close the Overview Map:

1. Click the arrow in the top left corner for the Overview Map.